



# THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

---

নং 359 দিশপুৰ, মঙ্গলবাৰ, 27 আগষ্ট, 2019, 5 ভাদ, 1941 (শক)  
No. 359 Dispur, Tuesday, 27th August, 2019, 5th Bhadra, 1941 (S. E.)

---

GOVERNMENT OF ASSAM  
ORDERS BY THE GOVERNOR  
FINANCE (ESTABLISHMENT-A) DEPARTMENT :: DISPUR

## NOTIFICATION

The 1st August, 2019

No.FEG.21/2018/7.- The Governor of Assam is pleased to constitute a State Screening Committee (SSC) for according approval to the proposals for official foreign visits in respect of officers/delegation including the officials of Public Sector Undertakings and Autonomous Bodies as follows:

- |   |   |                  |
|---|---|------------------|
| (a) Chief Secretary   | : | Chairman.        |
| (b) Principal Secretary to the Government of Assam,<br>Finance (Budget) Department. | : | Member-Secretary |
| (c) Senior Most Secretary to the Government of Assam,<br>Personnel Department.      | : | Member.          |

2. The concerned Administrative Department will send the file containing the proposal after approval of the Minister- in- charge of the Department to the Principal Secretary to the Government of Assam, Finance (Budget) Department, who will place it in the SSC.
3. The SSC will meet every fortnight or as may be required from time to time.
4. The Chief Secretary will put up the file along with the recommendations of the SSC to the Chief Minister for approval.
5. The proposals of foreign visit of Ministers and MLAs will be put up

directly by the Departmental Minister to the Chief Minister.

6. In case of delegations led by Ministers and comprising MLAs, Officers and non-officials, the proposal for officers and non-officials will be put up to the Chief Minister through SSC. The proposal for Ministers and MLAs will be separately put up directly by the departmental Minister to the Chief Minister.
7. To optimize the outcome from foreign tours of officers, each Department shall prepare a Bi-Annual schedule of proposed visits. Only the essential foreign visits, which cannot be avoided, may be included.
8. The level of officers and the strength of the delegation will be worked out keeping in view factors, such as, expertise and manpower available. The Departments should be encouraged to leverage modern technology of teleconferencing or video conferencing, etc. so as to keep the delegation size to the bare minimum. In respect of objectives that can be achieved through exchange of letters, tele/video conferencing etc., no foreign visits need be undertaken.
9. Duration of the visit shall also be kept to the absolute minimum. The Senior Most Secretary of the Administrative Department shall ensure in every case, that officers of appropriate functional level dealing with the subject are sponsored/ deputed as far as possible.
10. No officer shall undertake more than 02 official visits abroad in a year. For visits exceeding 02 undertaken by any official, special justification may be given why more than 02 visits/year is required. Departments shall make efforts to ensure that at least two to three officers at appropriate levels are trained and made adept on concerned subjects, so as to avoid repetitive visits of the same officers.
11. In case of participation of officials in international fairs/exhibitions/workshops and conferences, the size of the delegation should be kept minimum.
12. The Senior Most Secretaries of the Departments shall not undertake any foreign visits during the Assembly Session, unless it is absolutely unavoidable.
13. There shall be no objection in accepting international air travel costs and hospitality from an international body of which India is a member or the visit abroad is covered under bilateral/multilateral agreement or under a regular exchange programme, provided the Department of Economic Affairs, Ministry of Finance, Government of India or the relevant

Department of Government of India has cleared the proposal. The terms and conditions of foreign travel shall not be supplemented with the terms and conditions of foreign travel offered by the Government viz. the mode and class of travel. Payment of cash allowance and other allowances including local travel and stay in hotel would be as per the terms offered by the foreign Government/ sponsors.

14. Invitations received directly by the officers by virtue of expertise in a particular field and where no particular business of the State Government is to be transacted will be treated as personal visits. Such visits of all officers will require approval of SSC. The officer would have to take leave for the period of such visits and such visits are not to be undertaken at Government costs. Such visits will require FCRA clearance from Ministry of Home Affairs and political clearance from Ministry of External Affairs, Govt. of India as per GOI norms.
15. The Departments should ensure that only those proposals are to be referred to SSC where funds are available to bear the expenditure on the foreign visit.
16. The leader of the delegation shall submit the tour report in the requisite format to the Minister-in-charge of the Department through Chief Secretary, containing, inter-alia, the major learnings, achievements and outcomes from the tour.

This will come into force with immediate effect.

**SAMIR KR. SINHA,**

Principal Secretary to the Government of Assam,  
Finance Department.

**Annexure A****PROFORMA FOR APPROVAL BY STATE SCREENING COMMITTEE**

1. Name of Department:
2. Details of the officials:

| Sl. No. | Names of Officers with Designation   | Department | Scale of Pay/Grade Pay | Date of Superannuation/ Completion of Tenure | Source of Funding |
|---------|--|------------|------------------------|--|-------------------|
|         |  |            |                        |  |                   |
|         |  |            |                        |  |                   |
| 3       | (i) Purpose of Visit   |            |                        |  |                   |
|         | (ii) Tasks proposed to be undertaken/accomplished & outcome to be achieved by the proposed visit     |            |                        |  |                   |
| 4       | Country/Countries to be visited  |            |                        |  |                   |
| 5       | Duration of Visit  |            |                        |  |                   |
| 6       | (a) Actual expenditure in the relevant Head of Account incurred in the previous financial year (FY). |            |                        |  |                   |
|         | (b) Budget provision under the relevant Head of Account for the current FY                           |            |                        |  |                   |
| 7       | Actual expenditure incurred in the relevant Head of Account in the current Financial Year (FY)       |            |                        |  |                   |
| 8       | Commitment made for the current year (Visits planned/approved excluding items included in S. No. 7)  |            |                        |  |                   |
| 9       | Balance funds available for the current financial year under the relevant Head of                    |            |                        |  |                   |

|    |  |  |
|----|--|--|
|    | Account  |  |
| 10 | Estimated expenditure on the proposed visit:   |  |
|    | (a) Air Fare & Airport tax (Class of travel)   |  |
|    | (b) D.A.   |  |
|    | (c) Entertainment, if any  |  |
|    | (d) Contingency, if any  |  |
|    | (e) Hotel accommodation  |  |
|    | (f) Gifts  |  |
|    | (g) Transport  |  |
|    | (h) Mobile Phone   |  |
|    | (i) Lunch/dinner to be hosted  |  |
|    | (j) Other Expenditure  |  |
|    | (A) Estimated expenditure – rupees component   |  |
|    | (B) Foreign Exchange component in USD & its equivalent in rupees   |  |
|    | (C) Total Expenditure for this visit (A)+(B) in rupees   |  |
| 11 | Full details of the foreign visits undertaken by the Officer during the last three Calendar years (to be enclosed as a separate annexure)        |  |
| 12 | (i) Whether the officer was sent in the past for similar purpose?  |  |
|    | (ii) If yes, Justification for current tour  |  |
| 13 | (i) Copy of the previous tour report indicating quantified outcomes including tangible and/or non tangible benefits of that visit to be enclosed |  |
|    | (ii) Details of efforts made by the Department during the interregnum to fully realize the intended outcome of the earlier visits.               |  |
|    | (iii) A copy of follow up action taken thereon to be enclosed  |  |
| 14 | Why can not the purpose be served by other means: Justification enclosed   |  |
| 15 | FCRA clearance from MHA  |  |
| 16 | Political clearance from MEA   |  |

|    |      |   |  |
|----|------|---|--|
| 17 | (i)  | Whether the number of visits by the officers in a year is within the norms laid down in this regard i.e. two in a calendar year |  |
|    | (ii) | If not, justification for the proposed visit.   |  |